

MINUTES

Reading Parking Authority

November 14, 2012

The Reading Parking Authority held their meeting on Wednesday, November 14, 2012 at 5:30 P.M. in their office at 613 Franklin Street, Reading, PA.

Board Members Present

Mike Polyak, Vice Chairman

Mark Cianciosi, Treasurer

Dr. Gary Wegman, Board Member

Bernardo Carbajal, Board Member

Absent

George Cook, Chairman

James Lillis, Solicitor

Others Present

Christina Gilfert, Acting Executive Director, RPA

Brian Boland, Kozloff Stoudt Law Office

Guest(s)

None

The meeting was called to order by the Vice Chairman of the Board at 5:40 PM.

Public Comments

None

Reading and Approval of the Minutes

Mr. Polyak asked Mr. Boland about the \$160,000 loan to the City for the traffic signals. Mr. Boland explained that lending the money to the city would be subject to DCED approval.

Mr. Carbajal suggested adding the word only to motion 2012-64. The board wants it to be clear that increase in the meter lease was only approved for 2013.

Motion 2012-65 was made by Mr. Carbajal to accept the minutes from the last meeting. The motion was seconded by Mr. Cianciosi. The motion passed.

Correspondence

None.

Executive Director's Report

Budget 2013

Description	Off Street	On Street	Sovereign Center	BARTA	Total Budget
Wages	914,000	248,000	32,000	6,000	1,200,000
Utilities	190,000				190,000
Insurance	400,000				400,000
Repairs & Maintenance	128,000	9,000		3,000	140,000
Pension Plan	75,000				75,000
Taxes - Payroll	70,000	19,000	2,500	750	92,250
Bank Charges & Fees	55,000				55,000
Operating Supplies	30,400		3,600	1,000	35,000
Rent - Redevelopment Authority	24,000				24,000
Truck Expense (Repl., Repair & Maint.)	17,000	3,000			20,000
Legal	38,000		1,000	1,000	40,000
Telephone	20,000				20,000
Employee Training and Education	2,000				2,000
Office Supplies	18,000	7,000	1,000	1,000	27,000
Professional Fees	38,000				38,000
Accounting	11,000				11,000
Advertising	1,000	500	500		2,000
Dues & Subscriptions	1,000	500			1,500
Payroll Service	5,000				5,000
Computer Expenses	25,000	55,000			80,000
Travel	1,000				1,000
Miscellaneous Expenditures	9,000	3,000			12,000
Lease of Parking Meter Plant		1,000,000			1,000,000
Depreciation	1,650,000				1,650,000
Unemployment	25,000				25,000
City of Reading Contribution	1,000,000				1,000,000
TOTALS:	4,747,400	1,345,000	40,600	12,750	6,145,750

The 2013 budget is presented for board consideration. The Operating budget of \$6,145,750 is 11% greater than the 2012 budget of \$5,541,500. One of the most significant changes in the budget is the 38% increase (\$290,000 to \$400,000) projected for the Insurance line item. This item will cover the anticipated increases in Worker's Compensation and Health Insurance. An additional \$15,000 in computer expenses will also be required to replace some aging desktops. The parking meter lease increased from \$400,000 to \$1,000,000 in 2013 only.

Utilities should be reduced by 12% from \$215,000 in 2012 to \$190,000 in 2013. Electricity usage will continue to decrease as the lighting initiative continues into 2013. Wages will decrease slightly in 2013 due to the reduction of hours for the booth attendants and the elimination of a maintenance cleaner position.

Capitol Improvement for 2013

1. Utility Truck Replacement	\$17,000
2. Two Maintenance Truck Replacements	\$40,000
3. Civil Ticket Process (hardware, programming, scheduling, DJ)	\$17,000
4. Additional Pay in Lane Equipment	<u>\$100,000</u>
	\$174,000
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5. Resurface 7W	\$58,000
6. Revenue Control Equipment at 7 th and Washington	\$60,000
7. City wide parking availability signage	<u>\$650,000</u>
	<u>\$768,000</u>
TOTAL	<u>\$942,000</u>

***Note:**

I would like to continue with the restricted cash account to address emergency and unscheduled major construction requirements. Specific activities would include, but not be restricted to: parking deck replacement/repairs, revenue control repairs/replacements and upgrades, post tensioning repairs as it relates to emergency safety repairs, and catastrophic elevator maintenance. Based on the \$75 per space maintenance recommendation of the parking study the account should contain \$510,675. Additional monies would be required if an unscheduled major construction project is identified.

A motion will be required to accept the proposed budget.

Mr. Polyak asked where the work study group would be budgeted. Ms. Gilfert explained that these types of expenses are budgeted under professional fees.

Mr. Wegman asked what is included in Computer Expenses. Ms. Gilfert clarified it was for computer repairs, hardware, software and the Clancy ticketing system.

Mr. Wegman questioned what is included in Telephone Expense. Telephone expense includes cell phones, landlines, DSL lines, and point to point lines.

Mr. Wegman asked what is included in the Insurance Expense. The insurance expense included health, workers compensation, and liability insurance.

Mr. Wegman inquired what is included in Legal expenses. Ms. Gilfert and Mr. Boland explained that it included Kozloff Stoudt's fees, as well as, fees for arbitrations and other legal matters.

Mr. Wegman inquired about the Pension plan and if the amount budgeted for 2013 was significantly different from past years. Ms. Gilfert stated that the Pension expense does not change dramatically from year to year.

DoubleTree Pedestrian Bridge

Preliminary drawings are being reviewed by Bob Wardle. Due to the hurricane, construction has not begun yet.

Parking Authority Worker's Comp & General Liability Insurance

The Authority will meet with our insurance broker, Rigg Darlington Group, on November 20, 2012 to review the renewal quote. Our existing insurance expires the last day of November. Since the quotes will not be in until November 20th, Ms. Gilfert requested that the board authorize her to accept the lowest bidder. Mr. Wegman questioned Mr. Boland if the board was required to accept the lowest bid. Mr. Boland stated that since it is for a professional service the board is not required to accept the lowest bid. Mr. Wegman explained that he would prefer to give our business to a local business rather than an out of town business.

Chiarelli Plaza DVR

The DVR at Chiarelli Plaza was replaced last week. CNA Insurance monitors the cameras in the garage and became aware of an issue with the DVR shutting itself off. The old DVR is unable to be repaired in-house and will be sent to ADI to see if it can be repaired at a reasonable cost. If the repaired DVR is able to be repaired it will be installed at Poplar & Walnut to standardize all the garages. The new DVR cost \$10,000 from ADI.

Trust Indenture Requirement

The Authority is required to sign an "Officer's Certificate" that acknowledges that there are sufficient funds at the Parking Authority to cover the 1993 CAB (Capital Appreciation Bonds). Further, that revenue is sufficient to pay administrative fees, operating fees, reimbursements to the city as well as debt service costs. A motion will be required.

2012 Budget Review

The Finance Manager addressed the financial status of the Budget/Revenue for 2012.

-Operating Budget: The Authority is \$260,364 under budget for operations. Some of the line items are paid up front (elevator contracts, insurance, etc.) which skews early budget compliance. The high cost of worker's compensation insurance for 2012 is also adversely affecting budget projections.

-Revenue Report: The Authority revenues are \$49,824 ahead of last year's revenue at this time. The garage's revenues are up \$209,500 over last year, but violations are down \$215,407. Back logs in the courts are being addressed by the administrative courts.

-Cash Flow: The cash flow as of October 31, 2012 is \$6,479,894 compared to \$6,700,332 in 2011.

Motions for the Board

1. That the board passes a motion to accept the minutes from the last board meetings. Motion 2012-65.
2. That the board accepts the accounts payable from the previous meeting. Motion 2012-66.
3. That the board approves the proposed budget for 2013. Motion 2012-67. The motion was made by Mr. Cianciosi and seconded by Mr. Carbajal. The motion passed.
4. That the board approves the signing of the Officer's Certificate verifying that funds are available to pay administrative fees, operating fees, reimbursements to the City of Reading and debt service as outlined in the 1993 CAB. Motion 2012-68. The motion was made by Mr. Wegman and seconded by Mr. Cianciosi. The motion passed.
5. That the board authorizes the Acting Executive Director to accept the low bids for the Worker's Compensation and General Liability Insurance. Motion 2012-69. The motion was made by Mr. Carbajal and seconded by Mr. Cianciosi. The motion passed.
6. That the board authorizes the solicitor to work with the City of Reading to approve a one time payment of \$160,000 to the City for the financing of the conversion of the traffic signals to LED. Motion 2012-70. The motion was made by Mr. Wegman and seconded by Mr. Carbajal. The motion passed.
7. That the board adjourned the meeting on November 14, 2012. Motion 2012-71. The motion was made by Mr. Carbajal and seconded by Mr. Wegman. The motion passed.

Solicitor's Report:

Mr. Boland reported to the board that the Wohlsen licensing agreement for the Doubletree Garage was sent to Wohlsen for review. Wohlsen has not sent their comments back yet.

Approval of Accounts Payable

Motion 2012-67 was made by Mr. Carbajal and seconded by Mr. Cianciosi to accept the accounts payable. The motion passed.

Old Business

The board decided to contribute the \$160,000 to the City for the traffic signals instead of setting up a loan. Motion 2012-70.

Mr. Wegman inquired on the status of Pango and Clancy. Ms. Gilfert informed him that Mr. Haney is in communications with Clancy and was looking for a third vendor to get include. There will be a recommendation made at the February meeting.

Mr. Wegman suggested starting the search for a replacement for the Executive Director. Mr. Polyak recommended contacting the neighboring parking authorities to see how they brought their Executive Directors on board. Ms. Gilfert will contact these parking authorities to get this information.

New Business

None

Other Business

Ms. Gilfert reported to the board that all the garages will be open for free parking on November 17, 2012 for the Holiday Parade.

Executive Session

None.

The meeting adjourned at 7:05pm.

RPA Next Regular Meeting

The next board meeting is scheduled for 19 December 2012.